

CONFIDENTIAL

FITNESS REPORTS, FORM 45
(FIELD)
25X1A

FE/SS/ PERS CONTROL UNIT	BRANCH	C/SS OR	PROCEDURE
1 F-45			<p>A. RECIEVE FOUR COPIES OF EACH FORM 45 PREPARED IN THE FIELD.</p> <p>1 B. CHANGE THE PSEUDO TO TRUE NAME ON ALL COPIES.</p> <p>C. PREPARE A SUSPENSE NOTICE FOR A WEEKLY FOLLOW UP WITH THE PERS/OFFICER UNTIL THE FORMS ARE RETURNED.</p>
	2 F-45		<p>2 REVIEW.</p>
3 F-45			<p>A. REVIEW FOR COMPLETENESS AND APPROPRIATE SIGNATURES.</p> <p>3 B. FILE ONE COPY IN SOFT FOLDER.</p> <p>C. FORWARD FORMS FOR "S" CAREER SERVICE EMPLOYEES TO C/SS/FE AND FOR "D" CS EMPLOYEES TO [REDACTED] 25X1C4a</p>
	4 F-45		<p>4 REVIEW AND RETURN TO PERS/BRANCH CONTROL.</p>
5 F-45			<p>5 A. PULL AND DESTROY SUSPENSE NOTICE.</p> <p>B. FORWARD ALL THREE COPIES TO THE OFFICE OF THE CAREER SERVICE CONCERNED.</p>
	6 F-45		<p>6 A. AS NOTIFIED BY CONTROL, FOLLOW UP WITH BRANCH, C/SS, OR [REDACTED] ON FORMS DUE.</p> <p>B. FOLLOW UP WITH FIELD ON SUBMITTAL OF REASSIGNMENT FITNESS REPORTS, AS NECESSARY.</p> <p>25X1A</p>

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